

**CITY OF SPARTA**  
**FINANCE AGENDA**  
**August 3, 2022**

**CITY HALL**

**6:00 P.M.**

- 1. Call Meeting to Order**
- 2. Consent Agenda: Consisting of Minutes of the Regular Meeting on June 8, 2022**
- 3. Consideration of Dedicating ARA Funds for New Playground Equipment**
- 4. Consideration of Purchase of Police Department Drone Using ARA Funds**
- 5. Items for Future Consideration**
- 6. Adjourn**

A possible quorum of the Common Council may be in attendance at this meeting but no action will be taken by the Council.

Posted: 08/01/2022

**CITY OF SPARTA**  
**FINANCE MINUTES**  
**June 8, 2022**

**PRESENT:** Josh Lydon, Bruce Humphrey, Matthew Hoffland

**ABSENT:** None

**ALSO PRESENT:** Todd Fahning, Emilee Nottestad, Mark Sund, Booker Ferguson, Kevin Brueggeman, Ed Hansen, Gordon Dace, Kevin Riley, Ed Lukasek, Shari Locante

Josh Lydon called the meeting to order at 6:00 p.m.

**A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve the Consent Agenda consisting of the minutes of the regular meeting of May 4, 2022. Motion carried 3-0.**

When the City was purchasing vehicles for department heads, Todd decided to use his personal vehicle as it would save the City some money. Now that we are on a lease program, it makes sense to get Todd a vehicle for Economic Development and will save his vehicle from a lot of wear and tear. If we order now, we will receive it next year. The police detective car is available now so Todd will use that for the rest of the year. **A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve leasing a vehicle for Todd for Economic Development purposes. Motion carried 3-0.**

Shari Locante, an attorney from Arndt, Buswell & Thorn, is representing the Personal Representative for the Estate of Bradley Strom who owned Strom Monument located at 314 E. Oak Street. The building was razed in 2019 as it was falling down. At that time he owed back taxes and he was then charged for the demolition of the building. An amount of \$21,760.43 was put on his tax bill as a special assessment. There has been a couple of offers for the land but when they find out about the amount of the special assessment, they back out. Shari is here asking if the special assessment could be waived so this property can be sold and the estate finalized. **A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to waive the special assessment amount of \$21,760.43 on the account of Strom Monument located at 314 E. Oak Street. Motion carried 3-0.**

Chief Nottestad is requesting approval for another Lateral Hiring Package so they can offer to a candidate. This is basically a sign-on bonus where the officer could receive an amount from \$2,000 to \$10,000 within a 5 year contract period. It is difficult to keep officers and this might be an incentive for them to stay at least 5 years. The Department is very busy, we pay out a lot in training these officers and they don't always stay. **A motion was made by Bruce Humphrey and seconded by Matthew Hoffland to approve another Lateral Hiring Package for the Police Department. Motion carried 3-0.**

Mark presented some changes to the Personnel Manual a couple of months ago and is being brought today to be approved. Here are the changes:

#### PAID VACATION

<u>Length of employment</u>	<u>Vacation Time Earned</u>
0-5 years	10 days (80 hours)
5-10 years	15 days (120 hours)
10-20 years	20 days (160 hours)
20 + years	25 days (200 hours)

#### SICK LEAVE

##### Family Illness:

##### Change to read:

Sick leave may be used to stay at home and care for sick family members in your immediate household. If more than three days of care is needed, employee must supply the City with a letter from a doctor stating the need for care of more than three days.

##### Sick Leave Payout:

##### Change to read:

Upon voluntary termination of City employment, death or permanent disability, an employee shall be paid a portion of their accumulated sick leave as severance according to the following:

- 10 years – 40% of accumulated sick leave
- 15 years – 50% of accumulated sick leave
- 20 years – 60% of accumulated sick leave
- 25 years – 70% of accumulated sick leave
- 30 years – 80% of accumulated sick leave

#### FUNERAL LEAVE

##### Change to read:

Employees may take up to three (3) consecutive working days of paid funeral leave for the death of a parent, spouse, brother, sister, children, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild. This would also remove son-in-law and daughter-in-law from Sec. 4.9(c).

#### CONTINUING EDUCATION

##### Change to read:

Tuition will be reimbursed upon successful passing of the course. Should an employee, who has had a continuing education tuition paid for by the City, be terminated or voluntarily leave City employment, the reimbursement of tuition received must be repaid to the City according to the following schedule:

Termination or voluntary separation from the City

0-1 year 100% payback

1-2 years 50% payback

2-3 years 25% payback

3 + years 0% payback

Books, mileage and time will not be reimbursed, but are part of the employee's investment in their own education.

**A motion was made by Matthew Hoffland and seconded by Bruce Humphrey to approve the changes to the Personnel Manual. Motion carried 3-0.**

Items mentioned for future consideration were:

Mark is gathering information for a new health insurance package for the City.

We will be looking at Property and Liability insurance also.

**A motion was made by Matthew Hoffland and seconded by Bruce Humphrey to adjourn at 6:20 p.m. Motion carried 3-0.**

Respectfully submitted,

Julie Hanson  
City Clerk



# Sparta, WI PD Quote 2.0

Sparta, WI PD  
114 West Jackson Street  
Sparta, IL 62286  
United States

Emilee Nottestad  
Chief  
enottestad@spartawisconsin.org

Reference: 20220719-195910581  
Quote created: July 19, 2022  
Quote expires: October 13, 2022  
Quote created by: Katie Sisco  
Global Sales Manager  
katie.sisco@brincdrones.com  
+1 (612) 220-1776

## Comments from Katie Sisco

Purchase Order: Please send your purchase order, referencing quote number, along with a tax exempt certificate, if applicable, directly to:

Katie Sisco  
Global Sales Manager  
katie.sisco@brincdrones.com  
+1 (612) 220-1776

## Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
LEMUR Drone S Kit	L-0001	1	\$8,999.00	\$8,999.00
LEMUR Drone Accessory Kit	L-0014	1	\$1,999.00	\$1,999.00
LEMUR Drone Battery	L-0002	4	\$499.00	\$1,996.00
BRINC Drones Training Course (Remote)	L-0012-1	3	\$1,599.00	\$4,797.00
BRINC Protection and Data Plan	BPP-1	1	\$1,999.00	\$1,999.00

BRINC Ball	B-0001	1	\$1,999.00	\$1,999.00
LEMUR S FPV Goggles Headset	L-0004	1	\$1,499.00	\$1,499.00
Drone Video Receiver/Repeater Box	L-0013	1	\$2,999.00	\$2,999.00
Shipping and Handling	S&H	1	\$70.00	\$70.00

**Subtotals**

One-time subtotal \$26,357.00

**Total    \$26,357.00**

**Purchase Terms**

Payment: 30% down payment required. Remaining balance to be paid upon delivery of order. Payment methods accepted include VISA, Mastercard, AMEX, wire transfer, ACH.

**Signature**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed name

**Questions? Contact me**



Katie Sisco

Global Sales Manager

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+1 (612) 220-1776

BRINC Drones

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